

**COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND
HOME ECONOMICS**

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
AND UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

COLLEGE STATION, TEXAS

November 20, 1946

MEMORANDUM TO ALL MEN DISTRICT AGENTS:

I am handing you herewith, in Mr. Prewit's absence, "Over-All Plan of Work Outline for Men District Agents for 1947", indicating the assignment each of you is requested to contribute. I would suggest that you study all the assignments for the various district agents, and make your contribution, sending it back to me by December 9.

Thanks.

Yours truly,

J. A. Scofield
Chairman, Report Committee

s,f
encl.
CC: Prewit

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS AND UNITED
STATES DEPARTMENT OF AGRICULTURE COOPERATING

November 20, 1946

Extension Service
County Agent Work

OVER-ALL PLAN OF WORK OUTLINE FOR TEN DISTRICT AGENTS
FOR 1947

I.

Supervisory Objectives

- | | | | |
|----|------|---|------------------------------------|
| 1. | | } | W. N. Williamson
J. A. Scofield |
| 2. | | | |
| 3. | etc. | | |

II.

Goals for 1947

✓ 1. Personnel Problems

- | | | | |
|-----|--|---|-------------|
| a. | Selection of new agents and assistants |) | P. D. Hanna |
| b. | Training of inexperienced agents. | | |
| c. | Transfers and promotions | | |
| (d. | Appraisal of Agent's Work |) | M. T. Payne |
| 1. | County Visits | | |
| 2. | Study of Monthly Reports | | |
| 3. | Study of agent's newspaper publicity | | |
| 4. | Reports from specialists | | |
| 5. | Check sheets, etc. | | |

✓ 2. Improvement of Office Facilities and Organization

- | | | | |
|----|------------------------------------|---|-------------|
| a. | Adequate |) | Floyd Lynch |
| b. | Location | | |
| c. | Furniture and Equipment | | |
| d. | Efficient use of office help, etc. | | |

✓ 3. Coordination of Specialists Help

- | | | | |
|----|---|---|--------------|
| a. | Through group meetings of agents |) | R. S. Miller |
| b. | Assistance with county farm meetings. | | |
| c. | Individual instructions to agents on subject matter, etc. | | |

✓ 4. Assisting Agents with County Planning

- | | | | |
|----|--|---|-------------|
| a. | Encouragement in organizing county planning groups |) | W. I. Glass |
| b. | Assistance in assembling and analyzing county data | | |
| c. | Arranging for specialists assistance, etc. | | |

5. ^{shell} Improving Monthly and Annual Reports ✓

- a. Through district and group meetings)
- b. Discussion with agents of monthly reports) R. G. Burwell
- c. Helping agents by examples of good reports, etc.)

6. Assistance in 4-H Club Program ✓

- a. Assisting with District and County encampments.)
- b. Visiting Club meetings and demonstrations with agents) G. W. Johnson
- c. Reminders of contests and awards)
- d. By working closely with State Club Agent, etc.)

7. Relationships with Commissioners' Courts ✓

- a. Through periodic visits with courts)
- b. Discussion of county agent program and policies) W. I. Marschall
- c. Request suggestions from court, etc.)

✓ 8. Assistance in Coordinating Programs of Agricultural and Home Demonstration Agents, and other Agencies

- a. Through 4-H Club work)
- b. Joint use of office clerks) Knox Parr
- c. AAA, Soil Conservation Districts, etc., etc.)

✓ 9. Calendar of Work by Months) J. H. Surovik